



The OAS Messenger

July 2006

Updating Employee Salaries

We previously distributed instructions and other information about how to update changes for the 06-07 fiscal year. The instructions describe the use of a Single Approval Form to be used in lieu of Payroll Action Forms. Due dates to submit pay information to Central Payroll are also described in the instructions.

It is important **NOT** to use the web to enter new pay rates. The effective dating controls in Ultipro's internet web software are not yet working properly. The accuracy of pay changes entered online cannot be guaranteed.

Contact Central Payroll if you did not receive the instructions or Single Approval Form for your location.

Accounting & Finance Webpage

The Archdiocese of Indianapolis webpage has recently been redesigned. When visiting our webpage at www.archindy.org, a link to the accounting webpage can be accessed from the upper left-hand side of the main webpage by selecting 'Offices' and then select 'Finances'. Our webpage can always be accessed at www.archindy.org/finance.

Online Training Manuals

If you were unable to attend the 2006 Bookkeeping Workshops, the presentations are posted to our website under <http://www.archindy.org/finance/parish/training.html>. There is a Power Point presentation on budgets and one on general accounting procedures. Please notify Sarah Harmeyer at sharmeyer@archindy.org if you have any questions.

Parish Annual Financial Report

The Parish Annual Financial Report instructions and an email link to complete the report via online survey has been sent. Documents to assist in completing the annual financial report are available on our website at www.archindy.org/finance. Click on Parish Finances and then click on Parish Annual Financial Report. If you did not receive the email with instructions, need additional links to complete the report for more than one parish, or if you have any questions, please contact Sarah Harmeyer at 317-261-3376 or 1-800-382-9836 ext. 3376 or sharmeyer@archindy.org. The deadline for the online survey submission is **September 15, 2006**. The signature form at the end of the online report should be submitted to Sarah Harmeyer, Office of Accounting Services for completion.

Passwords for Payroll Web Access

Employees can view their pay stubs and other employment related information at: <http://payroll.archindy.info>

Passwords and instructions on how to use the website can be obtained by sending a request to: payrollproblems@archindy.org

Requests will receive an email response by the next business day.

Automated Church System (ACS) Training

ACS Technologies is offering various training sessions this summer and fall. Visit the website www.acstechnologies.com/training or call 1-800-669-2509 for registration information. Training sessions will be July 17-21 and October 16-20.

July-September 2006 ADLF Rates

The ADLF interest rates in effect for the quarter ending September 30, 2006 are 5.75% for deposits and 7.75% for loans. ADLF loans are charged interest at prime less 0.5% and savings accounts accrue interest at the discount rate less 0.5%. Both are adjusted quarterly based on the rates published on the last business day of the previous quarter. If you have any questions regarding ADLF, please contact Michelle Lecher at mlecher@archindy.org or 317.261-3371

Property Insurance Costs and Plan Changes

The final numbers are in for the 2006-2007 property insurance renewal. The following rates and deductible charges will revise the suggested budget guidelines issued earlier this spring.

Church Property

Property Insurance	\$3.21/\$1000 building value
Property Assessment	\$1.79/\$1000 building value

School and Agency Property Insurance \$5.00/\$1000 building value

The property deductible is \$3,000 per claim.

Student Accident Insurance \$5.50/student

Workers Compensation rates are reduced to the following:

Clerical and clergy	0.27/\$100 of annual salary
Maintenance and kitchen	2.89/\$100
Drivers	3.54/\$100
Cemetery workers	3.33/\$100

Celebrating Catholic Schools Values Distribution

For those schools expecting to receive a Celebrating Catholic Schools Values Distribution, a deposit was made to the parish or school checking account the accounting office has on file on Friday June 30th. The description of this deposit on your bank statement will say 'CCSV 2005 DISTRIBUTION'. If you have any questions on the amount deposited, please contact Jolinda Moore in the Office of Stewardship and Development at 317-236-1462 or jmoore@archindy.org.